

## **Water Sampling Instructions**

### **A. 6 or more hours BEFORE the water sampling:**

1. **Disconnect any faucet attachments** (e.g. ice maker, water filter...) and **isolate any leaks** in the house.
2. **Remove the aerator** from the faucet. Leave the aerator off until sampling is completed.
3. Run only the cold water for **2 minutes**. **Cold water** should be the last water run through this faucet before the 6 or more hours stagnation period.
4. Turn the faucet off and **do not run water anywhere in your house until after the sample has been taken**. Do not run the dishwasher or clothes washer, use hot water, take a bath or flush toilets.
5. Make a note of the time on the **Chain of Custody Form**.

### **B. How to collect the water sample:**

1. First, **AT LEAST 6 or more hours** must have passed since you stopped using water before collecting the sample. If cold or hot water was used by accident after you stopped using water, you can reschedule the sample collection to another day.
2. If everything is OK then proceed with sample collection. **Write on the label on the bottle: your Loc ID and the Date and Time** of sample collection.
3. Carefully uncap the bottle and keep the cap clean.
4. Fill the bottle with only cold water to the **RED mark** on the neck of the bottle without overflowing the bottle.
5. Turn off the faucet.
6. Replace the bottle's cap and tighten.
7. Replace the aerator on your faucet.
8. Fill out the **Chain-of-Custody Form**. **If you any questions please call 215-685-1406**.
9. Place the sample bottle in the box, along with the completed **Chain-of-Custody Form** and set it outside of your front door in a place where we can pick it up without bothering you.

### **C. Call for sample pick-up:**

1. When you call for pick-up, please let us know the **ID number** that is located on the label on the sample box, **your name, address** and a **contact number** where we can reach you. The sample will be picked up from the front door on the day of your call or the following business day.
2. **For pick-up call 215-685-1400. If no one picks up, call 215-685-1406 and leave a message.**